

Fairlee Town Hall & Bandstand Facility Rental Agreement/Policy

The Fairlee Town Hall is available for the use by residents and members of the public. The Town of Fairlee encourage its continued use as both a community center and venue for private functions. It is the intent of the Town to assure the residents of Fairlee are given priority in the scheduling of the facility use.

- 1. Policy applies to:** Parking Areas, Grange Room, Kitchen, Hallways, Bathrooms, Balcony, Auditorium and Concession Area
- 2. Priority of Use:** Residents, Town Meeting Functions and Town non-profit groups have priority. Fairlee Community Art group will have a prioritize and flexibility schedule as describe in a written MOA between the Town and Fairlee Community Arts group.
- 3. Hours of Use:**
 - a. Weekdays Monday – Friday 8AM – 10PM
 - b. Weekends Saturday – Sunday 8AM – 12AM
 - c. Hours of facility use may be altered with the written permission of the Town Administrator.
- 4. Rental Fee Schedule**

	Half Day	Full Day
a. Town Hall Auditorium	\$175	\$300
b. Grange RM	\$50	\$75
c. Kitchen	\$25	\$50
d. Entire Building	\$250	\$425
e. Repeating / reoccurring events, 70/30 split – renter submits 30% of their gross revenue to Town. Must show daily attendance and daily cash receipts.		

Definitions:

Town Hall Auditorium = concession, stage areas, balcony, ticket booth

Grange RM/Kitchen = use of kitchen for food catering preparations multi-purpose room on first floor

Kitchen = Use stove and other kitchen appliances

Half-Day = more than I hour, not to exceed 6 hours

Full-Day = More the 6 hours, not to exceed 12 hours on the same date

1. The Fairlee Selectboard may waive rental fee for a Fairlee based non-profit community service organization (e.g., Women’s club, 4H, Scouting, School, Lions)
2. A security deposit of \$200.00 will be asked of all groups renting space. A portion of the deposit may be withheld in the event renter causes damages or does not comply with the rental agreement.
3. Use of sound and lighting system requires separate use rental agreement.

5. Scheduling

- a. Town Administrator will maintain the yearly Town Hall/Bandstand calendar.
- b. Rental Agreement Applications must be submitted two weeks of date of rental.
- c. Town / meetings, such as, Commissions, Boards, elections, holidays and sanctioned Town events take precedence over rentals. A renter may be required to cancel or alter their respective rental date/time to accommodate a Town event. If the renter cannot reschedule, the Town will refund the renter for the date/timed missed.
- d. Long term rentals can be negotiated with the Town Administrator.

- e. Long term renters (e.g., every Monday evening) must submit a monthly confirmation of rental to avoid scheduling conflicts.
- f. A monthly schedule will be posted in the Town Hall first floor hallway.
- g. Cancellations are to be submitted in writing at least seven days prior to the scheduled rental.

6. Insurance

- a. All rental groups are required to sign a hold harmless waiver.
- b. The renter may be required to show proof of insurance with a minimum of \$1,000,000 and name the Town of Fairlee as additionally insured.

7. Prohibitions

- a. No tobacco uses allowed
- b. No alcohol (unless with written approval/liquor license)
- c. No material glued, taped, pinned or nailed to any wall or ceiling
- d. No adjusting the thermostat
- e. No flames (fire)

8. General Conditions

- a. Rental groups are to adhere to all Town Hall rules, Local and State regulations/codes as it pertains to the use of the Town Hall facility and grounds.
- b. No food or drink allowed in auditorium, unless written permission is given by the Town.
- c. Building occupancy will determine what attendance per space will be allowed.
- d. When utilizing Town equipment (e.g., plates, silverware, tables, kitchenware), all used items must be washed/dried and store away in appropriate locations.
- e. Keys and Securing Building – rental groups may be issue keys to open/close facility. When key(s) are issued, the renter is responsible for the security of the facility. All keys issued must be returned within two weekdays directly after the end of the rental date period.
- f. Parking - depending on the event – parking details may be required with police presence.
- g. Security – depending on the event (size of attendance), police coverage may be required. Police detail cost will be paid by the renter.
- h. Snow/Ice conditions – Renters are responsible for the clearing of walkways/steps of all Town Hall entrances outside of the normal maintenance personnel work hours Monday-Friday 8:30AM-4:00PM. Appropriate equipment/supplies will be made available to the renter.
- i. Damages - In the event the renter comes across a damaged item and/or damages an item in Town Hall, the renter is to contact the Town Administrator.
- j. Emergencies – In the event of an emergency, renters are to call 911.
- k. Clean-Up – Renters are required to carry-in / carry-out trash. All floors are to be swept after use. If additional custodial duties are required by the Town, directly after a rental group use, that rental group will be charged a minimum of \$50.00 (deducted from their security deposit).
- l. Rental groups must have someone 21 years of age or older on-site at all times during the rental period.
- m. The Town Hall must be vacated and secured by the time outlined in the renter's rental agreement.

Approved by Fairlee Selectboard June 11, 2018

Revised/approved by Selectboard June 14, 2021